

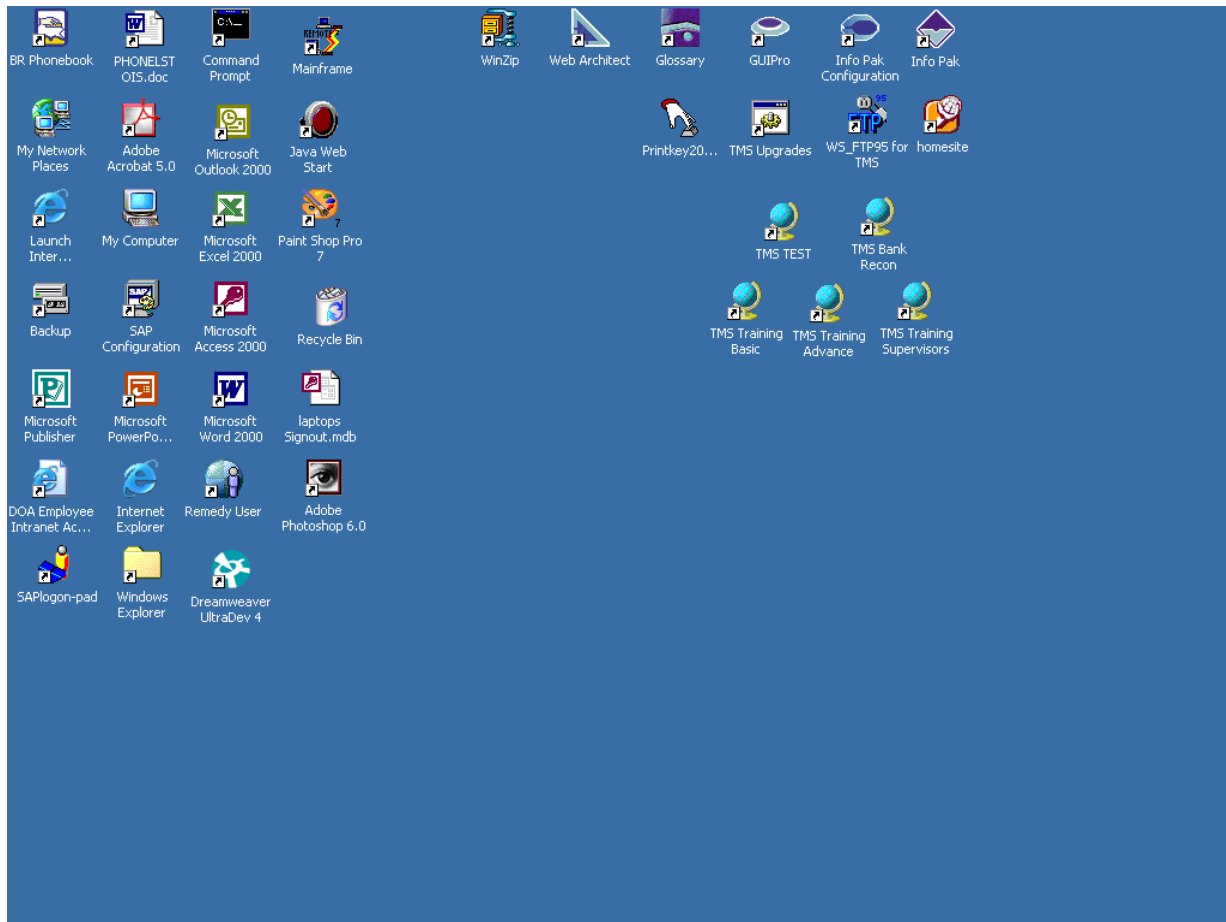


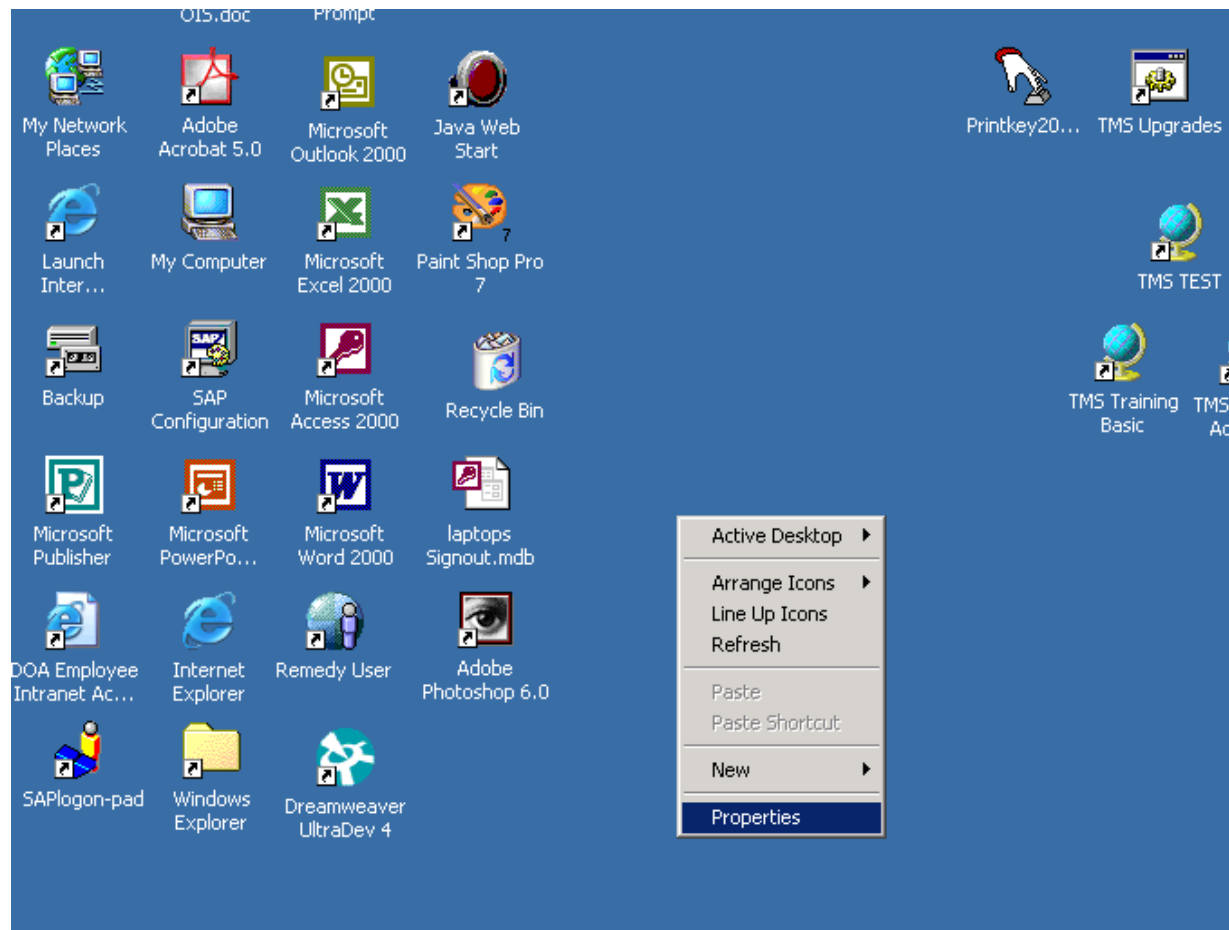
Monitor Settings

Before logging on to the Louisiana Employees Online (LEO) check to determine your monitor resolution. It is very important for page visibility and to limit the need for scrolling. If you do not have permissions to change your settings, contact your agency technical support team.

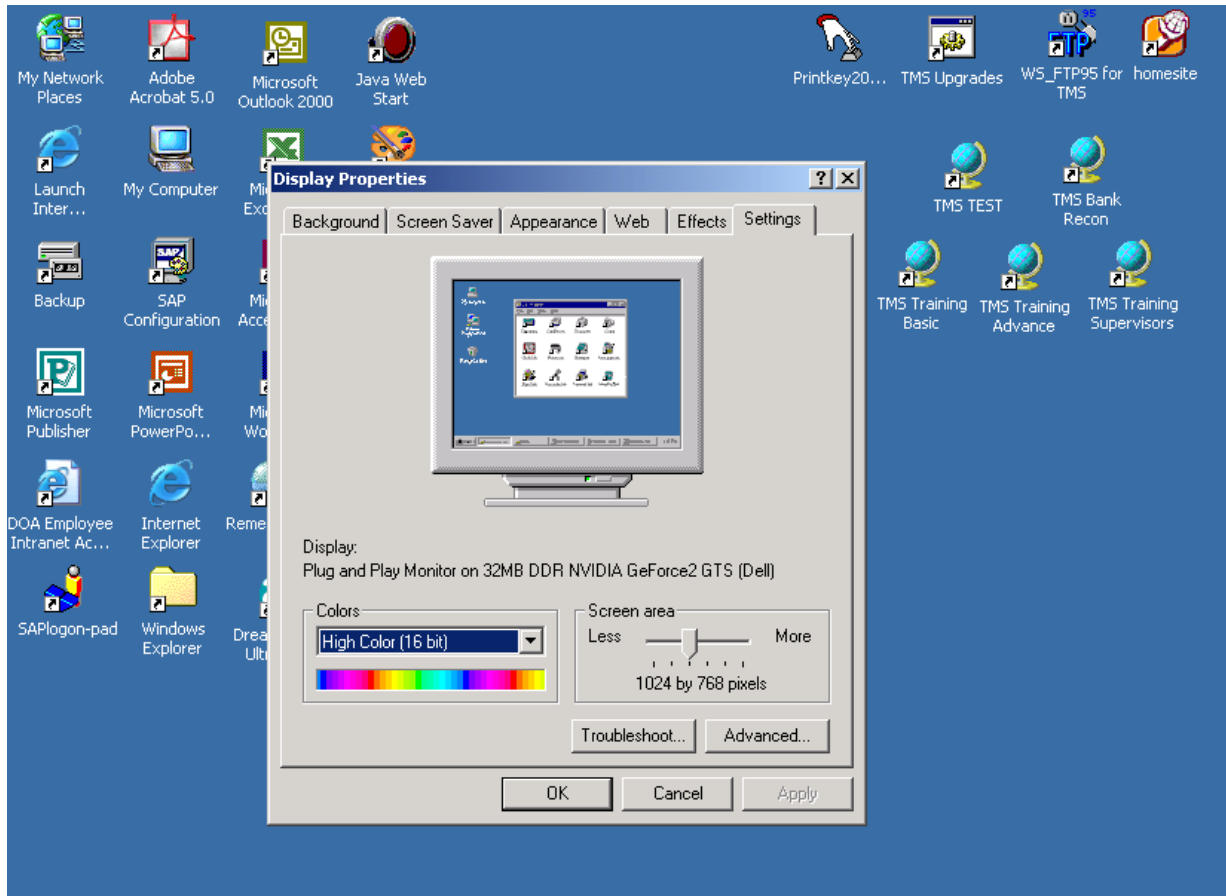
1. Minimize all open windows in order to return to the Desktop.
 Click on the  in the upper right hand corner of your documents.
2. After all windows have been minimized or closed, you will be on your desktop.



3. Click your **right** mouse button and **click** on **Properties** last item in the pop-up box.



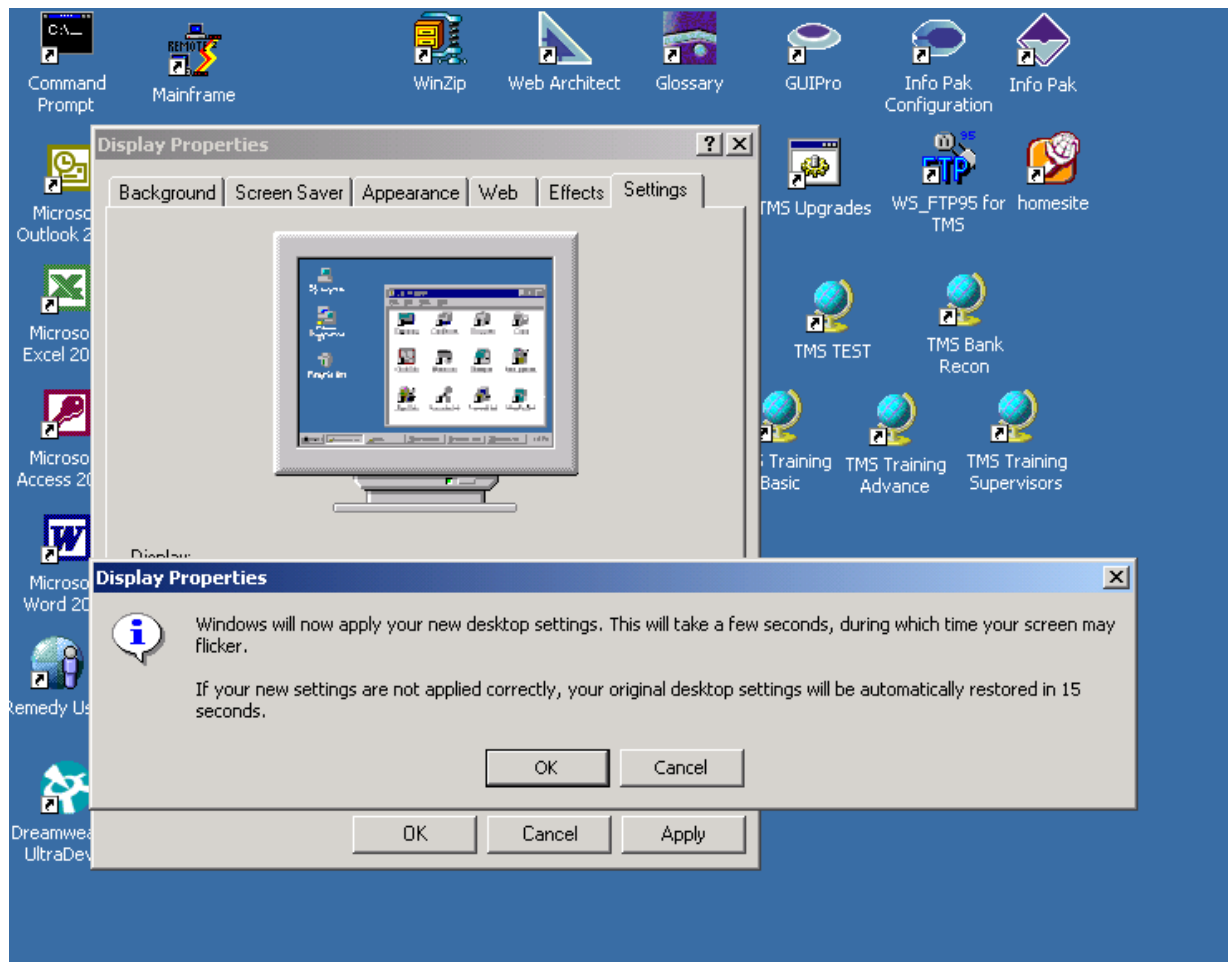
4. Click on the **Settings** tab at the top of the “Display Properties” window.



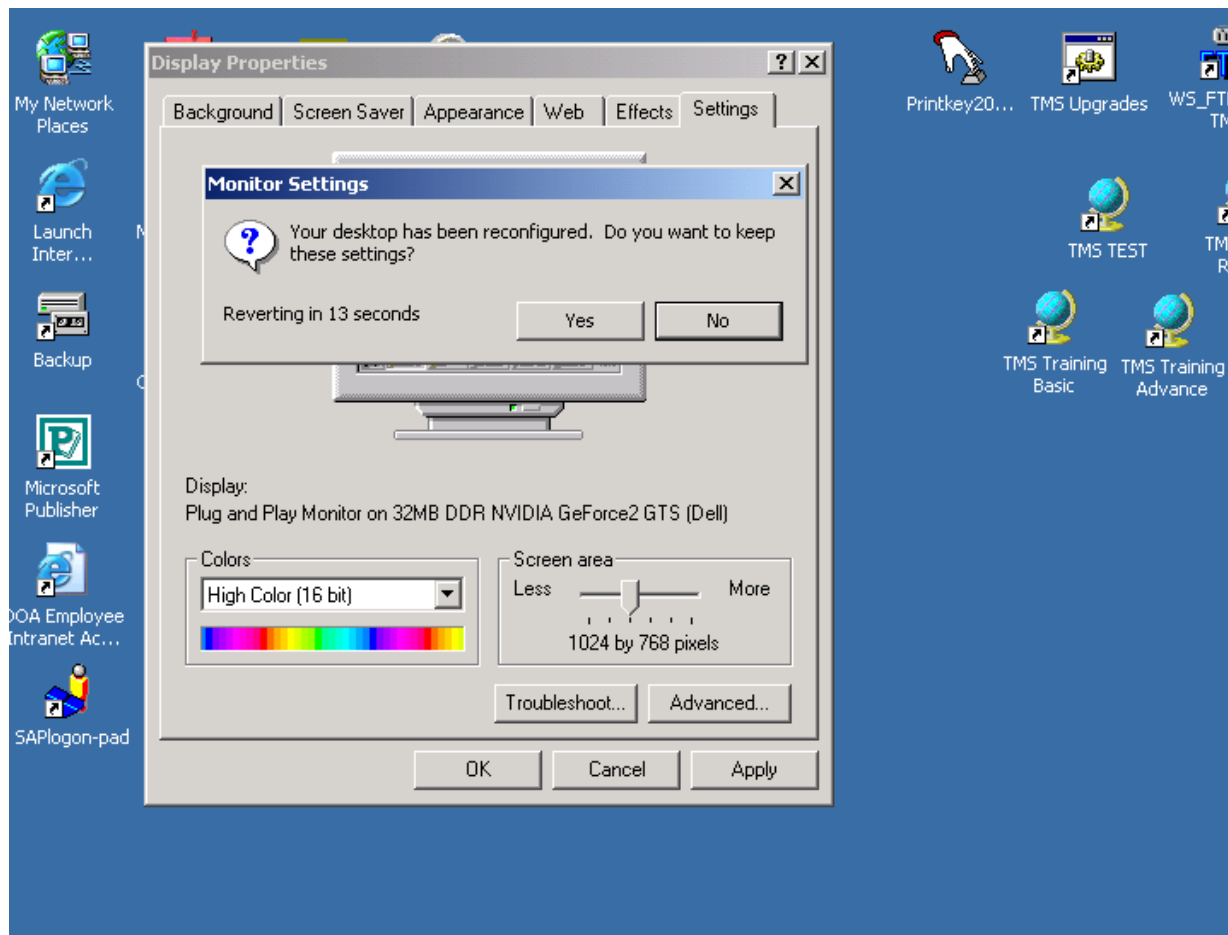
5. Check in the Screen Area box under the Less/More slider and write down the current pixel setting (example 800 by 600). Using your left mouse button **click** and **hold to drag** the slider. **Drag** the slider to increase your monitor setting until it is at **1024 by 768 pixels** release and then click **OK**.

Note: To reset your monitor back to the original settings, follow the previous steps changing the pixels to the number you wrote down (example 800 by 600).

6. A “Display Properties” pop up box will appear with a message “Windows will now apply your new desktop settings. This will take a few seconds, during which time your screen may flicker. If your new settings are not applied correctly, your original desktop settings will be automatically restored in 15 seconds.” Click **OK**.



7. The screen will now display a “Monitor Settings” pop up box with the following message “Your desktop has been changed. Do you want to keep these settings?”. It will also include a message that it will revert back in a certain number of seconds. Click **Yes**.



8. The pop up box will disappear. Your monitor settings have now been changed.